



2200 Big Horn Avenue

Worland, WY 82401

Phone: (307) 347-4102

Email: mammoth@washakiemuseum.org

Website: washakiemuseum.org

## Facility Capacity, Amenities and Rates

### WASHAKIE MUSEUM EVENT CENTER

#### CAPACITY

The Event Center at the Washakie Museum measures 59' x 46'. It can be split into two rooms (A & B) with a moveable floor-to-ceiling wall.

	Theater Capacity (chairs only)	Classroom Capacity (chairs behind 8-ft rectangular tables)	Banquet Capacity (chairs around 8-ft round tables or 8 ft rectangular tables)
Room A	Up to 90	48 (12 tables with chairs on one side)	Round=50 seats at 5 tables Banquet=64 seats at 8 tables.
Room B	Up to 90	56 (14 tables with chairs on one side)	Round=50 seats at 5 tables Banquet=64 seats at 8 tables
Both (no dividing wall)	Up to 190	96 (24 tables with chairs on one side)	170 (round tables) 180 (rectangular tables)

#### IN-ROOM AMENITIES

Room A or Room A&B combined	200" ceiling-installed screen; ceiling mounted projector with remote control, moveable stage lighting; sound mixer, wall-mounted speakers
Room B Only	Portable projection screen, portable microphone and speakers
All	Complimentary wi-fi

### WASHAKIE MUSEUM BOARD ROOM

The Board Room is located at the back of the Washakie Museum building, near the staff offices. It measures 17.5' x 21.5'. One wall of the board room is covered with bookshelves that are part of the museum's artifact collection and are not to be touched. The board room has one window which must have the curtains drawn at all times to protect the books.

## CAPACITY

14 adjustable padded executive chairs can fit around the table. Up to 8 straight chairs can be added along the wall for a total seated capacity of 22.

## IN-ROOM AMENITIES

1. The Board Room contains a 54" x 14' conference table which contains covered electrical outlets.
2. 14 adjustable padded executive chairs. (Up to 8 regular chairs can be added along the wall.)
3. 2'x 6' counter that can be used for food service or printed materials.
4. 44" screen mounted on the wall for casting presentations or videos. (Requires HDMI connection)
5. Complimentary Wi-Fi

<b>COMMERCIAL KITCHEN</b>
---------------------------

The Museum has a 21' x 17' commercial kitchen with a six-burner gas stove, gas oven, two convection ovens, warming ovens, freezers, four refrigerators, 3 deep sinks, hand-washing sink, commercial dishwasher, large standing mixer, microwave, and large stainless steel prep tables. Adjacent to the kitchen is a full-service galley with stainless steel counters, drinks refrigerator, ice maker, and three high-volume coffee makers.

The kitchen can be rented in conjunction with a meeting space rental or as a small (standing only) meeting space, for a cooking class or something similar. The kitchen has a maximum capacity of 10 people.

All surfaces must be cleaned by the renter immediately following the event in accordance with Wyoming State Health Standards, including but not limited to refrigerators, warming ovens, sinks, floors and counters. Sinks must be cleaned out and garbage taken to the dumpster and all appliances turned off.

A fee of \$50 per hour for cleaning will be charged if the kitchen is not properly cleaned. If a renter or caterer damages Museum equipment or the kitchen facility, the renter will be responsible to reimburse the Museum for repair or replacement as required.

<b>FOYERS</b>
---------------

The Museum has two high-ceilinged foyers: the North foyer of 60' x 20' and the Main Foyer of 90' x 35'.

Foyer space may be used free of charge for registration or welcome table for an event.

Use of the foyers for receptions, meals, vendor displays, meeting space, etc. will result in an additional charge.

<b>ROOM RENTAL RATES</b>
--------------------------

	4 hours or less, weekdays 7:30 – 5:30	4-8 hours (weekdays) 7:30 – 5:30	Weekends or Evenings
<b>Event Center Room A or B</b>	\$100	\$200	\$50 additional
<b>Full Event Center (no dividing wall)</b>	\$150	\$250	\$50 additional
<b>Board Room</b>	\$50	\$100	\$50 additional
<b>Commercial Kitchen (requires a \$200 cleaning deposit)</b>	\$300	\$500	\$50 additional

- Room rental fees include the use of the room, dividing curtain (event center), tables and chairs, set-up and take-down of chairs and tables, and trash removal.
- Fees may be adjusted for multi-day events
- Evening or weekend events will incur an additional staffing charge of \$30 per hour.

### DISCOUNTS

1. Upper-level museum members (\$250/year +) receive a 20% discount off the rental fee.
2. Non-profit organizations receive 20% off the rental fee.
  - These discounts cannot be combined. Discounts only apply to room rental rates; not to additional rental items.

### CATERING

**Museum Catering:** The Museum and its facility are approved for food preparation by the Wyoming Department of Agriculture. The museum can provide catering for up to 200 people. Contact the museum for menus and pricing.

Can include:

- Buffet breakfast, lunch, dinner
- Served dinners
- Drink service (coffee, tea, ice water, lemonade, iced tea)
- Bar service (requires a \$50 liquor serving license)

**Outside caterers:** Museum staff approval is required to bring in an outside caterer. If approved, the outside caterer can use the commercial kitchen for food storage and serving only. If the outside caterer needs to use the Museum’s commercial kitchen for any food preparation, the commercial kitchen rental rate will apply.

### OPTIONAL ACCESSORIES (can be added to any room)

Accessory	Additional Cost
<b>Audio Visual Pre-event Consultation and Support</b>	\$50
<b>Microphones</b> Available in Event Center Room A only: 2 cordless microphones; 2 lavalier microphones 8 headset microphones Available in all rooms: Portable speakers with corded microphone	\$25 ea
<b>Portable projector &amp; screen (room B) Fixed 200” projector screen (room A)</b>	complimentary
<b>Podium (one available)</b>	complimentary
<b>4’ 30” Standing American flag</b>	complimentary
<b>Easels (15 available)</b>	complimentary
<b>Wooden sign frames (4 available)</b> Suitable for 8 ½ x 11” sign; 24” high	complimentary
<b>Tables</b> (commercial grade with light gray plastic surfaces) 10’ round banquet tables (25 available) 8’ x 30” tables (29 available) 6’ x 30” tables (5 available)	Included in event center rental (\$10 ea/day if used offsite.)
<b>Padded seat straight chairs (black fabric upholstered)</b> (200 available)	Included in event center rental (\$5 ea/day if used offsite)

<b>Plastic and metal chairs (Blue plastic seat and back)</b> Blue plastic and metal=97. Black metal with cushions=200	Included in event center rental (\$5 ea/day if used elsewhere)
<b>Portable Stage</b> Comes in 4' x 8' connectable pieces; 24" high. Up to 6 pieces available Stairs included Set up included	\$50 per piece
<b>Portable Bar (2 available)</b> Each bar is 30" long, 5' high Sink drains into bucket Bar rags available on request Set up included	\$50 per bar
<b>Four-level Concert Risers that form a semi-circle. (4 pieces available)</b> Each section has 4, 8" steps that are 18" wide. Top ledge is 32" high; bottom ledge is 8" high Total back length is 78" per riser. Tappers down to 54" front length.	\$75/day
<b>Freestanding moveable walls</b> (10 sections available; each section 60" x 6.5')	\$25 per panel
<b>Tablecloths</b> (we have many black and white tablecloths available; some colors available on request)	\$15 ea (includes ironing and laundering)
<b>Centerpieces</b> Custom (many designs and colors available) Standard (battery operated candles in vase with water on mirror circle; or votive candles in small holders on mirror circle)	\$30+ ea \$5 ea
<b>Tableware</b> (dinner plates, salad plates, soup bowls, coffee mugs, water glasses, and silverware included.)	\$10/ place setting
<b>Stemware</b> (wine glasses or champagne flutes)	\$3 ea
<b>Access to Museum Galleries</b> Museum permanent galleries and temporary/traveling exhibits may be opened after hours and on weekends at an additional cost.	Price upon request
<b>Guided Tour of Museum Galleries</b> May be available if scheduled in advance.	Price upon request